

BIOGRAPHICAL INTELLIGENCE REGISTER

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BIOGRAPHICAL INTELLIGENCE REGISTER

- \* Indicates approved vacancies to be filled in 1949.
- \*\* At present there are two Tabulation Project Planners, CAF-9, in this Register. On our Personnel Requirements of ☐ one of these is to be eliminated.

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The left hand column shows present salary or salary at which the individual in process is to be hired.

The right hand column shows one ingrade promotion for those grades which are approved in the 1949 Personnel Requirements and base pay for grades requested over and above the 1949 approved Personnel Requirements.

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Office of the Chief

The following increase in personnel is requested:

1 CAF-5 Administrative Aid \$2,644.80

This grade will be assigned to the Office of the Chief of the Biographical Intelligence Register and will perform the following functions:

Receive and log all incoming material below Top Secret.

Distribute all material throughout the Register.

Maintain a log on all outgoing material.

Screen all material before release from this Register to insure proper classification is indicated.

Maintain all personnel records, recording leave and tardiness.

Compute and maintain Daily Time and Machine Utilization Records.

Occasionally take dictation which can not be assigned to the stenographer in the Register.

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Index Section

The following increase in personnel is requested:

1 CAF-4 Statistical Code Clerk \$2,324.00

This grade is to be assigned to the Code Unit making a total of four Statistical Code Clerks within the Biographical Intelligence Register.

It is estimated that [ ] will pass through this Register during the first year of operation, increasing to a [ ] peak by the end of the following year.

Production records of this Register indicate that one clerk can completely code [ ] cases per day, therefore [ ] clerks are required to accomplish our mission.

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BIOGRAPHICAL INTELLIGENCE REGISTER

Office of the Chief

1. Establishes policies for the over all operation of the Biographic Intelligence Register.
2. Receives and coordinates requests for biographic material.
3. Works directly with the Chief of the Reference Center in the establishment of controls for the receipt and disbursement of biographic material.
4. Collaborates with the Office of Collection and Dissemination and other intelligence agencies with a view to over all coverage and elimination of any overlap.
5. Directs specific studies and research pertaining to individuals or groups.
6. Make reports on the over all coverage and the filling of gaps, etc.
7. Establishes policies and approves the selection of any intelligence to be incorporated into the files. Establishes policies for cataloging the classifications and indexing the biographic material.
8. Maintains close working liaison with the users of intelligence in order to keep informed with their requirements.

Intelligence Section

Index Section

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BIOGRAPHICAL INTELLIGENCE REGISTER

Intelligence Section

Office of the Chief

1. Works in conjunction with the Office of the Chief in regard to general policy making.
2. Plans long range Biographical Intelligence projects.
3. Plans and reviews all special research reports and verifies the source.
4. Directs methods of filing, indexing, and processing of material and general office routine.
5. Contacts libraries and research institutions in the United States to ascertain the availability of any pertinent biographic material.
6. Keeps in contact with all possible agency sources for the collation of pertinent biographic material.
7. Prepares periodic reports on political trends and movements in foreign countries.
8. Directs the over all policy for operation of the Master File Unit.
9. Serves as liaison to make sure all available information has been used in the preparation of research projects.

Analysis Unit

Master File Unit

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BIOGRAPHICAL INTELLIGENCE REGISTER

Intelligence Section

Office of the Chief

Analysis Unit

1. Reads and analyzes the contents of documents to determine whether they contain sufficient current or long range intelligence value to justify incorporating with established intelligence files.
2. Prepares bibliographies and research papers on current and long range biographic intelligence projects.
3. Prepares special research reports in response to inquiries.
4. Translates foreign documents, newspapers, etc.
5. Assembles biographic intelligence of all kinds to supply factual data and to process requests for referral to other sections.
6. Assists other sections in the use of the facilities offered by this unit.
7. Make recommendations concerning the reliability and pertinence of the information and sources of it.
8. Analyze biographic intelligence material of other institutions throughout the United States in order to determine its potentiality.
9. Screen documents and reports to glean all possible intelligence facts for the preparation of research projects and reports.
10. Weed out obsolete material from their files.

Master File Unit

1. Files all documents and reports which contain biographic material.
2. Handles requests for direct reference to the original source and verifies information, dates, etc.
3. Types and does clerical duties for the Analysis Unit.
4. Keep up to date and adds to material in each file as it comes into the unit.
5. Maintains a Flexoline file for the purpose of identifying documents as they come in and assigning a case number to them. (This case number is an identification number and no two people have the same number.)
6. Maintains a file of all special and periodic reports which pertain to biographic intelligence.
7. Loan biographic material to other sections of CIA, government agencies, and to non-government agencies. (This is done under the security regulations of CIA.)
8. Prepare carbon stencils and index cards for the reproduction and cross indexing of their files.
9. Maintain the security of all biographic intelligence material within CIA.
10. Prepare new folders for new individuals.

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BIOGRAFICAL INTELLIGENCE REGISTER

Index Section

Office of the Chief

1. Works in conjunction with the Office of the Chief in regard to general policy making.
2. Directs methods of coding, machine operations and over all processing.
3. Coordinates with the Intelligence Control Section for the purpose of producing accurate and complete Biographic reports.
4. Prepares periodic statistical reports in order to determine gaps.
5. Analyzes procedural problems in the control of biographic intelligence so far as the punch card method and coding are concerned.
6. Collaborates with representatives of other Branches in conducting surveys for the purpose of determining the further use of punch card methods in recording biographic intelligence.
7. Surveys the Machine and Code Units at regular intervals for the purpose of determining future personnel requirements.
8. Plans methods of control in order to eliminate overloading code and machine units.
9. Maintains security for all punched cards, files and material in process.
10. Reviews procedures for processing special and recurrent reports, directing inclusions and exclusion steps.

Code Unit

Machine Unit

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BIOGRAPHICAL INTELLIGENCE REGISTER

Index Section

Office of the Chief

Code Unit

1. Establishes code structure for all Biographic Intelligence material including organizations, positions, basic data and intelligence.
2. Reviews and revises all code structure periodically or whenever necessary to insure adequate coverage.
3. Collaborates with the Machine Unit in determining the feasibility of machine adaptability to proposed codes.
4. Classifies all material in accordance with established codes in order that intelligence may be recorded on punch cards.
5. Maintains library of entire organization file by country for reference purposes.
6. Maintains, on a current basis, code books including all revised codes and other changes.
7. Maintains control of all material received in the unit and a record of the number of documents received and the number of individual items coded.
8. Type new and revised codes to be included in code books.

Machine Unit

1. Punch and verify all material to be included in the Biographic punch card files.
2. Service the Biographic punch card files through a machine technique.
3. Prepare special and recurrent listings and statistical reports as directed by the Chief.
4. Prepare procedures and formulate methods and techniques for processing recurrent and special listings and reports.
5. Maintain the security of all biographic punch card files.
6. Screen by the use of IBM, related files for the purpose of filling existing gaps.
7. Periodically review present processing methods with a view to increased efficiency.
8. Design cards and forms for use in machine processing.
9. Review coding methods for adequacy of IBM tabulating methods.

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